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# Setting Up a Fujitsu ScanSnap Scanner to Work with DYMO File

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The Fujitsu® ScanSnap™ scanner can be connected to a user's computer directly or to a server shared by multiple computers over a local network. This document guides you through the two-part setup that is required to enable your ScanSnap scanner to work with DYMO File™:

- **ScanSnap Profile Setup** — Regardless of how the ScanSnap scanner is connected to user computers, either directly or over a local network, one or more ScanSnap profiles must be set up for DYMO File scanning. If the scanner is shared by multiple users over a network, one person can set up the ScanSnap profiles for all DYMO File users. For information about using multiple profiles, see "Separate ScanSnap Profiles for Individual DYMO File Users or Groups" on page 9.
- **DYMO File Setup** — On each user's computer, DYMO File must be set up to know which folder to monitor for scanned documents to be processed. See page 6.

## ScanSnap Profile Setup

ScanSnap Manager lets you add ScanSnap profiles and specify profile settings. For versions of the ScanSnap software that support Quick Menu mode, you must ensure that this mode is disabled before you can add profiles and specify profile settings.

This section includes three procedures:

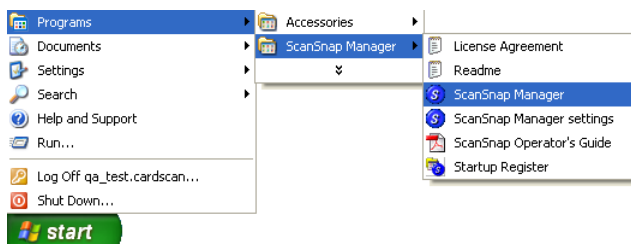
- Disabling Quick Menu mode, if necessary
- Adding a new ScanSnap profile (page 2)
- Specifying ScanSnap profile settings to use with DYMO File (page 3)


## Disabling Quick Menu Mode

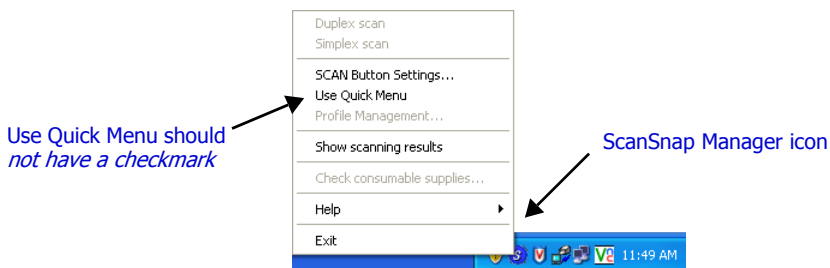
If your version of ScanSnap software supports Quick Menu mode, complete the following procedure to ensure that this mode is disabled.

### To disable Quick Menu mode

- 1 Click **Start > Programs > ScanSnap Manager > ScanSnap Manager** to open ScanSnap Manager.



- 2 In the notification area of the Windows desktop, right-click the ScanSnap Manager icon  to display the Right-Click menu.



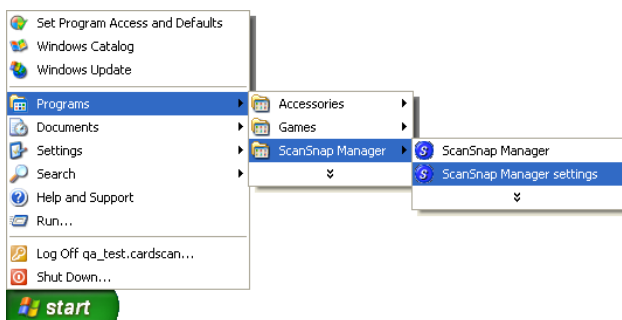
- 3 If Use Quick Menu is checked, click that option to remove the checkmark.

### Adding a New ScanSnap Profile

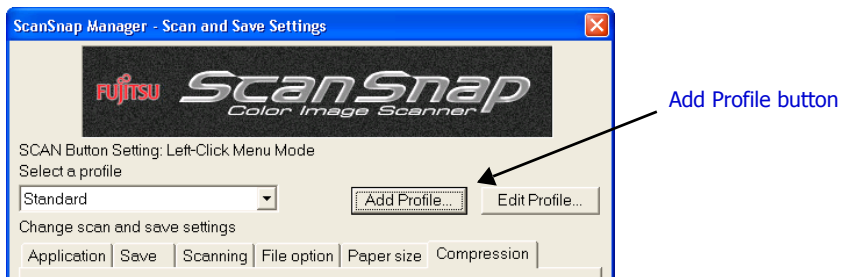
Add a new ScanSnap profile as follows.

#### To add a new ScanSnap profile

- 1 Click Start > Programs > ScanSnap Manager > ScanSnap Manger settings to open ScanSnap Manager settings.

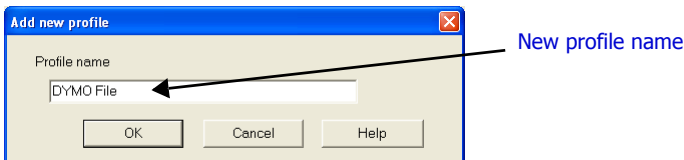


- 2 In the ScanSnap Manager – Scan and Save Settings dialog box, click Add Profile.



**NOTE** If the Add Profile button is not visible, close ScanSnap Manager, disable Quick Menu mode as described starting on page 1, and start this procedure again.

- 3 In the Add new profile dialog box, enter a new profile name and click OK.



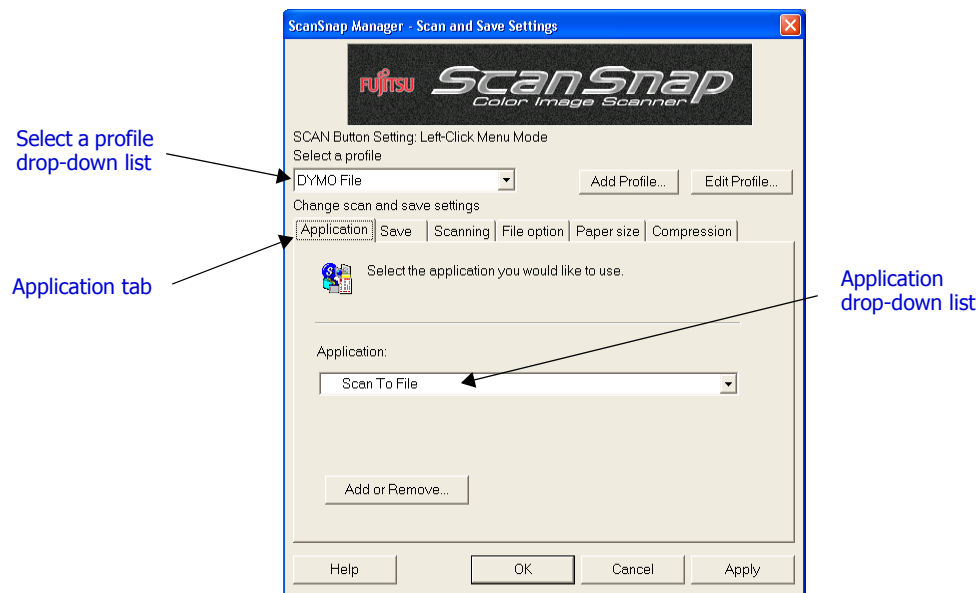
- 4 To add another profile, repeat steps 2 and 3.

## Specifying ScanSnap Profile Settings for DYMO File Use

For any ScanSnap profile that will be used for DYMO File scanning, specify the proper profile settings as described in the following procedure. Settings that are not mentioned in these instructions can be specified as you prefer.

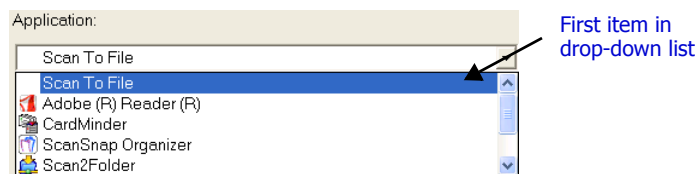
### To specify settings for a ScanSnap profile to use with DYMO File

- 1 Click **Start > Programs > ScanSnap Manager > ScanSnap Manager settings** to open ScanSnap Manager settings.
- 2 In the **Select a profile** drop-down list, select a profile for which you want to specify settings for DYMO File scanning.
- 3 Select the **Application** tab.

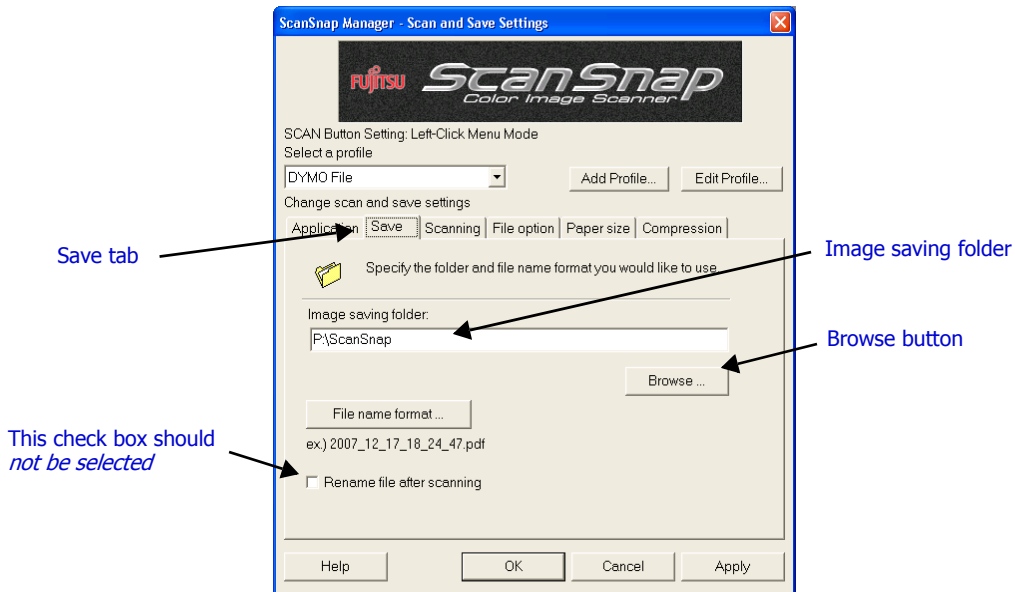


**NOTE** If the **Application** tab is not visible, close ScanSnap Manager, disable Quick Menu mode as described starting on page 1, and start this procedure again.

- 4 In the **Application** drop-down list, select **Scan To File**.



- 5 Select the **Save** tab.



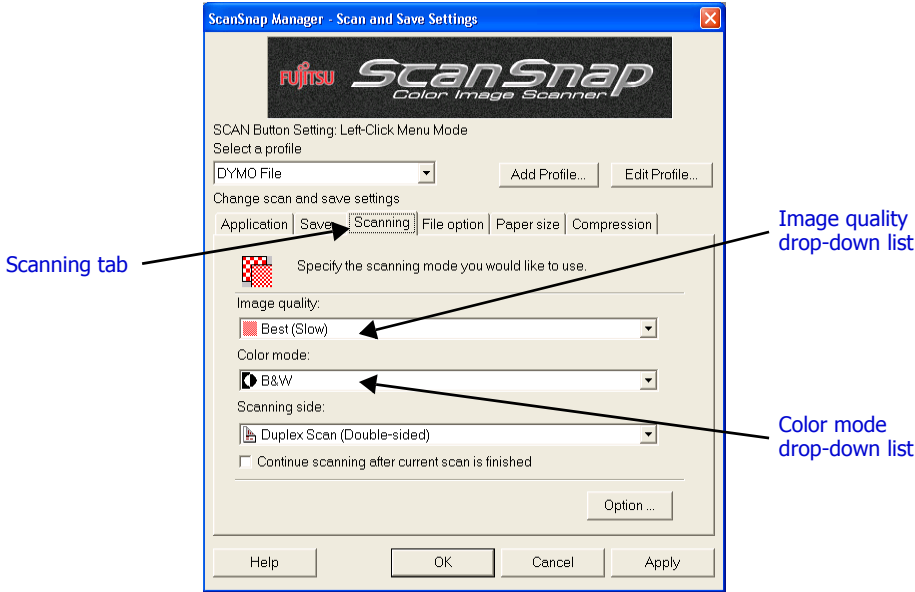
- 6 Click **Browse** and locate the folder where you want scanned files to be saved.

This **Image saving folder** is the location that DYMO File will monitor for scanned documents that are ready to be processed. You can select a folder on either the local computer or a network drive. If you are setting up this ScanSnap profile for a group of users, you must tell them this location so they can specify it in their DYMO File setup, as described beginning on page 6.

- 7 Ensure that the **Rename file after scanning** check box is not selected.

DYMO File uses the file name that the user specifies when he or she creates a document reservation. Clearing this check box in the ScanSnap profile eliminates an unnecessary prompt that asks the user to supply the name again.

8 Select the **Scanning** tab.

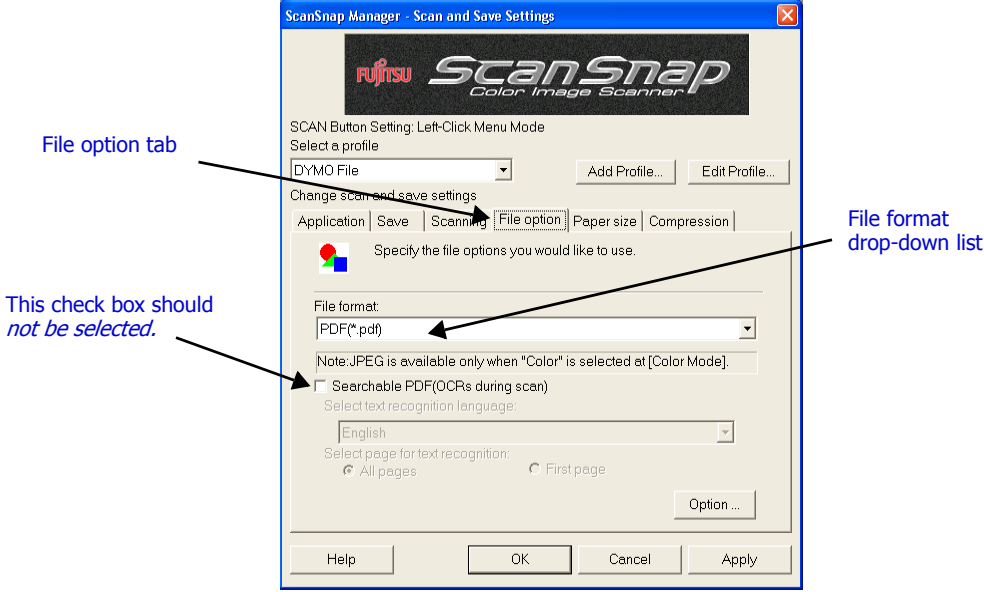


9 In the **Image quality** drop-down list, select **Best (Slow)**.

10 In the **Color mode** drop-down list, select one of three supported options: **Auto Color Detection**, **B&W**, or **Color**.

**NOTE** Do not select **Color high compression**.

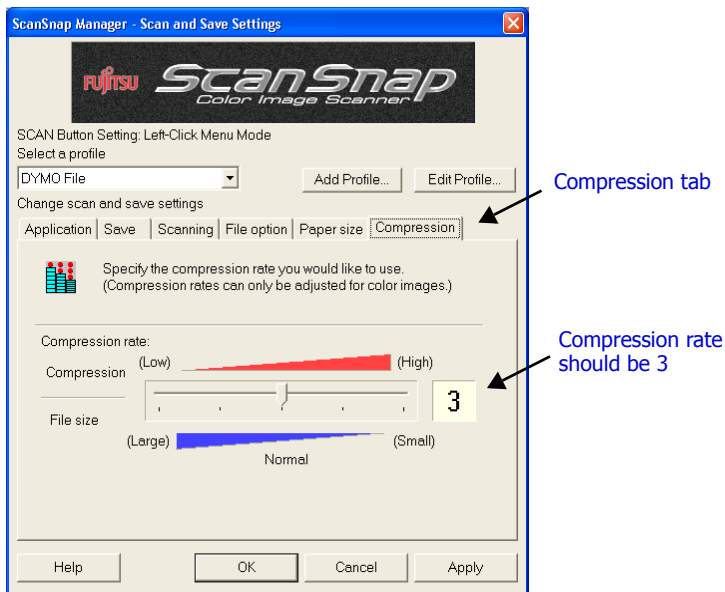
11 Select the **File option** tab.



12 In the **File format** drop-down list, select **PDF(\*.pdf)**.

13 Ensure that the **Searchable PDF(OCRs during scan)** check box is not selected.  
DYMO File creates searchable files automatically.

- 14 Select the **Compression** tab and ensure that the **Compression rate** value is **3**.



- 15 When you have completed the settings in ScanSnap Manager, click **OK** to close the window.

## DYMO File Setup

On each user's computer, DYMO File needs to know how the ScanSnap scanner is connected and which location to monitor for scanned documents to be processed.

You have two options in DYMO File for providing connection and location information:

- **Option One:** First Run Wizard (automatic for first-time users)
- **Option Two:** DYMO File Settings (quicker if you have already run the First Run Wizard)

## Using the First Run Wizard

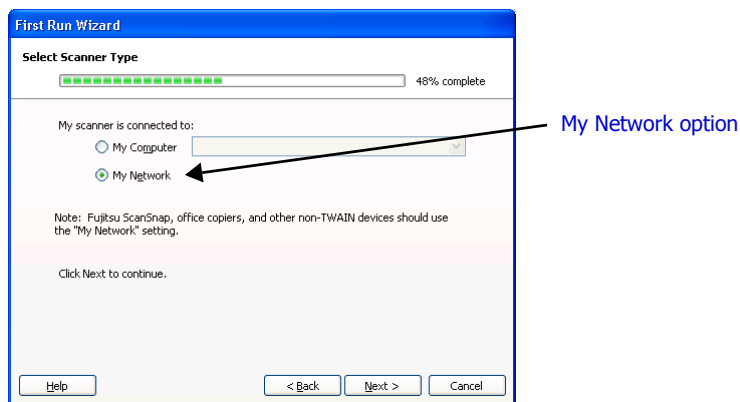
The First Run Wizard runs automatically the first time you start DYMO File. If you have already completed the First Run Wizard, save time by skipping this procedure and using DYMO File Settings instead, as described on page 8.

### To use the First Run Wizard as a first-time user

- 1 Start DYMO File.
- 2 Follow the wizard's on-screen instructions to do the following:
  - Identify the printer you will use to print barcodes.
  - Print a test barcode.

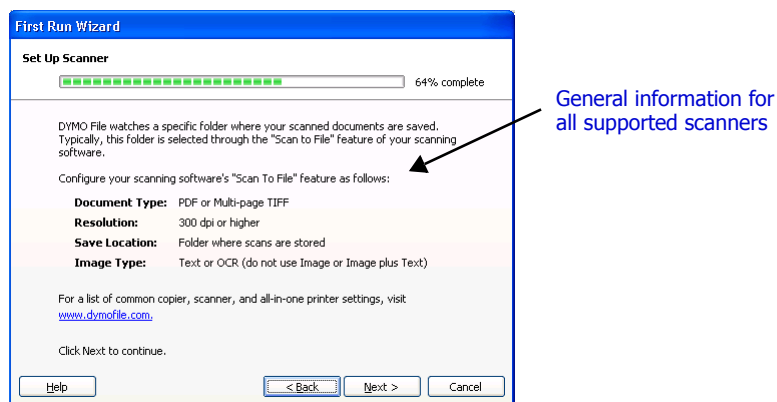
**3** In the **Select Scanner Type** dialog box, select **My Network**.

Select this option *even if the ScanSnap scanner is connected directly to your computer*.



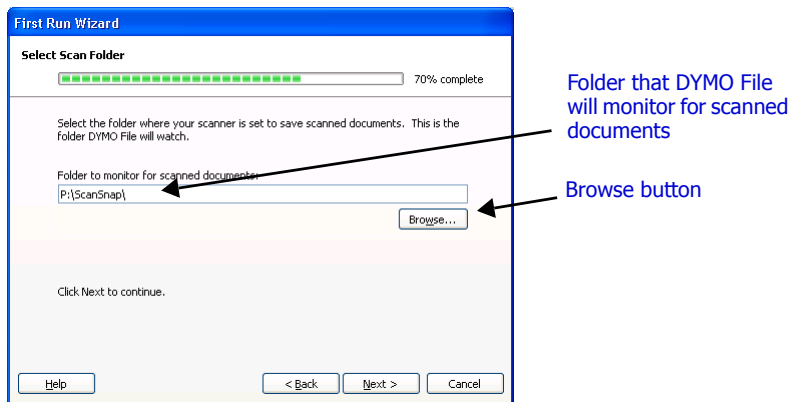
**4** Click **Next** twice to bypass the instructions in the **Set Up Scanner** dialog box.

The Set Up Scanner dialog box provides general information that applies to all scanners; however, ScanSnap-specific instructions are provided in this document in “Specifying ScanSnap Profile Settings for DYMO File Use” starting on page 3.



- 5 In the **Select Scan Folder** dialog box, click **Browse** to locate the **Folder to monitor for scanned documents**.

This folder was specified as the **Image saving folder** in step 6 of the ScanSnap profile setup on page 4. If someone else completed the ScanSnap profile setup for your group, contact that person for the location of the folder.



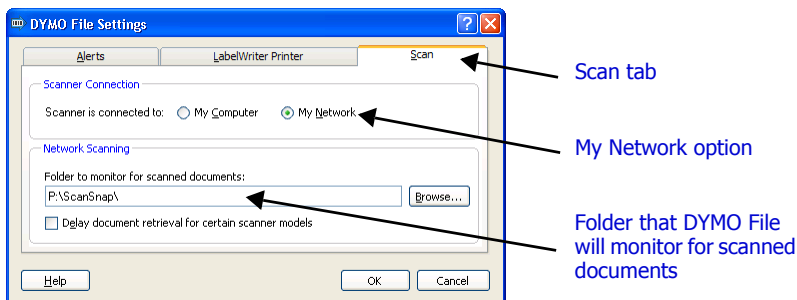
- 6 Click **Next** and follow the on-screen instructions to complete the First Run Wizard. Additional steps include scanning a document to test your setup.

### Using DYMO File Settings

If you have already run the First Run Wizard, you can use DYMO File Settings to provide or change connection and file-location information quickly.

#### To use DYMO File Settings

- 1 Start DYMO File.
- 2 Choose **Edit > Settings**, and select the **Scan** tab.



- 3 Select **My Network**.  
Select this option *even if the ScanSnap scanner is connected directly to your computer*.

- 4 Click **Browse** to locate the **Folder to monitor for scanned documents**.  
This folder was specified as the **Image saving folder** in step 6 of the ScanSnap profile setup on page 4. If someone else completed the ScanSnap profile setup for your group, contact that person for the location of the folder.

- 5 Click **OK** to save your settings.

# ScanSnap Profile Scenarios

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For offices that share a ScanSnap scanner over a network, DYMO File is the ideal solution because all DYMO File users can use the same ScanSnap profile for scanning, or each user or group can use a separate profile. You can also maintain different profiles for different purposes, including non-DYMO File scanning.

## One ScanSnap Profile for All DYMO File Scanning

You can set up a ScanSnap profile that lets all DYMO File users scan their documents to a common folder that is shared on a local network. In this scenario, each user's copy of DYMO File is set to monitor the shared folder.


**NOTE** To ensure that each scanned file is directed to its intended location, DYMO File matches the barcode of each document in the monitored folder to a DYMO File reservation. The reservation contains the user's instructions for the scanned file name and location. In this way, no one ends up with someone else's file.

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## Separate ScanSnap Profiles for Individual DYMO File Users or Groups

For complete security, you can choose to set up a separate ScanSnap profile for each user or group to scan to a separate, secure folder. Doing so ensures that confidential documents are not widely accessible.

## Profile Selection by Users

If ScanSnap users require different profiles, they must select the appropriate profile from the ScanSnap Left-Click menu before they begin scanning. The Left-Click menu appears when users left-click the ScanSnap Manager icon  on the computer where the scanner software is running.



**NOTE** If your version of ScanSnap software includes Quick Menu mode, the Left-Click menu appears only if Quick Menu mode is disabled. See "Disabling Quick Menu Mode" starting on page 1.

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